

Chief, Logistics Office

Deputy Comptroller

Special Working Fund - General Services Administration,
Region 3, Washington, D. C. - GSA Account No. 291.09 -
Special Purchases

1. Representatives of this Office recently reviewed the operations within the Agency relating to the Special Working Fund with GSA covering special purchases (Agency sterile materials), and as a result of this review some changes are being made in the internal procedures within the Office of the Comptroller to improve the accounting and budgetary controls concerning this activity. A copy of the report prepared by the Technical Accounting Staff, which conducted the review, was furnished to your Office.
2. The changes being made in the accounting procedures will not affect the operations of your Office. There is enclosed, for your information, two copies of the internal procedural instructions issued by this Office which sets forth the responsibilities of the Divisions with respect to this fund. This will serve as a guide to your representatives in the various contacts concerning the activities.
3. With respect to the items of freight which GSA is charging to this fund, as stated in the report submitted by TAS, this was discussed with GSA representatives and it was concluded that rather than establish a separate fund, as originally contemplated, this Special Working Fund should continue to be used for the freight charges. This will necessitate a revision to the agreement between GSA and this Agency to provide for the expanded use of the Special Working Fund. Representatives of this Office will contact your Office and the Office of General Counsel to collaborate in drafting a proposed revised letter of agreement.
4. The Logistics Office has been furnishing this Office with a quarterly detailed report of the items acquired through the fund and the pending requisitions. As will be noted from the

existing procedures, the Finance Division is required to issue reports of the fund and the activity handled therein. These reports have been designed to serve normal administrative needs, accordingly, it is suggested that consideration be given to the discontinuance of the report prepared by your office.

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ATTACHMENT-2

TAS/COJ/ak (31 Mar 55)

Distribution:

Orig. & 1 Addressee
1 General Counsel ✓
1 Finance Division
1 Budget Division
1 Deputy Comptroller
1 TAS Subject Return
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